Gmail **jobs Wbproject <jobswbproject@gmail.com>**

APPLICATION FOR THE POST OF OOFICE HELPER

1 message

Sadiq Naqvi <sadiqnaqvi653@gmail.com> Mon, Dec 19, 2022 at 10:30 AM
To: jobswbproject@gmail.com

Project Director,
D-43/1, Shahra-e- Ghalib,
Lane 3, Block2, Clifton
Karachi

RE: APPLICATION FOR THE POST OF OOFICE HELPER

Sir,

With reference to your advertisement to your advertisement in the Daily "DAWN" dated 18-12-2022 inviting application for the post of Office Helper, Sir I beg to offer myself.

In the light of above acts, I hope that you will consider my request sympathetically. I will perform my duties to the best of my abilities.

Yours Obediently

SYED SADIQ NAZAR

Date: 19-12-2022

Document.pdf
3172K

Sadiq Nazar
House No. 562, Area C-1, Landhi No.2, Karachi.
Cell No. 0321-2082945
Email: Sadiqnaqvi110@yahoo.com

Career Objective: Seeking a challenging position in a progressive organization with the aim to contribute positively towards the objectives of the organization to the best of my capabilities and to enhance my professional skills.

PROFESSIONAL EXPERIENCE:

CURRENT STATUS

1- Noor Engineering Services (Private) Limited **(April 2003 to ~~date~~) 27 Sep 2019.**

Working as Sales Tax Officer.

Areas of responsibilities are as follows:

SALES TAX RELATED MATTERS:

- Monthly Sales tax working & Sales tax summery
- Monthly Sales tax E-filling & Sales tax challan
- Sales tax reconciliation & Sales Tax Audit.

PETTY CASH MATTERS:

- Cash payment Vouchers Maintain
- Cash payment Reconciliation
- Petty Cash Register Maintain

BANK RELATED MATTERS:

- Bank reconciliation
- Cheques deposit.
- Filing of sales tax challan & bank correspondence.
- Issue of cheques

2- Haroon Zakira & Company **(February 2002 to March 2003)**

Working as Accounts Assistant.

3- AU Corporation Private Limited **(January 2001 to January 2002)**

Working as Office Assistant.

EDUCATIONAL QUALIFICATION:

H.S.C	Higher Secondary Education	S.M Commerce Collage	1999
S.S.C	Secondary School Certificate	Baldia Government School	1997

COMPUTER SKILLS:

Six month Course in Computer Information Technology (CIT)
Office 2003 & 2007
Ms Windows XP & 97, 2000

PERSONAL DATA:

Father's Name	:	Saqlain Nazar
Date of Birth	:	1st January 1979
Religion	:	Islam
Marital Status	:	Married
Languages	:	English and Urdu
Nationality	:	Pakistani
CNIC #	:	42201-6872247-1
Domicile	:	Karachi (Sindh)

REFERENCE:

References will be provided on request.

P.R.C. NO. LY/2326/04

DATED: 24/7/08

FORM " D "

(See Rule 5 (I) (b)

Form of certificate of permanent residence in the Province of Sindh for purpose of recruitment to the Public Service of Sindh.

PERMANENT RESIDENCE CERTIFICATE

I hereby certify that for the reasons given below Mr./Mrs./Miss. SADIQ NAZAR

S/o / D/o SAQLAIN NAZAR has his / her permanent residence

in H/NO: C-1/562 AREA C-1, LANDHI NO-02, LANDHI TOWN KARACHI here enter name of

place Karachi LANDHI TOWN District in the Province of Sindh.

This certificate is granted for the purpose of recruitment to the Public Service in Sindh.

(FOR SERVICE)

(here enter reasons)

1 - ENTITLED TO THIS CERTIFICATE UNDER THE RULES.

PHOTO

Plcae Karachi LANDHI TOWN.

Dated the 24/7/ 2006

Landhi Town
District Coordination Officer
District Government

District Co-ordination Officer
CITY GOVERNMENT KARACHI

NES

ENGINEERING

Noor Engineering Services (Pvt) Ltd.

Date: March 11, 2014

To Whom It May Concern.

This is to certify that Mr. Syed Sadiq Nazar Naqvi s/o Saqlain Nazar Naqvi, has been working with us from April 2003 to date as Sales Tax and Cash payment officer, his areas of working include preparation and e-filing of Sales tax Sales tax return online data entry, recording of party invoices and making of cash payment vouchers.

In the tenure of his 11 years of services, we found him cooperative, hard working and honest gentleman.

We wish him all the best in his future endeavors.

Hatim Mohammad
G.M Fianance

ISO/TS 16949:2002 REGISTERED FIRM
URS CERTIFICATE NO: 31003

Plot # DSU 32/3 & 32/10, Downstream,
Industrial Estate, Bin Qasim, Karachi-75010, Pakistan.
Phones: 92-21-34723580-1 Fax: 92-21-34723582
E-mail: info@nes.com.pk Website: www.nes.com.pk

Enrolment No SMC-612/97

Seat No. 94581

№ 485

SIND MUSLIM GOVT. ARTS/COMMERCE COLLEGE
KARACHI

PROVISIONAL CERTIFICATE

Certified that Mr. Syed Sadiq Nazar

son of Syed Saqlain Nazar

passed in Grade 'E' Class. the XII. Commerce Examination of the University of Karachi/Board of Intermediate Education, Karachi, from this College in the year 1999

He is an intelligent and industrious young man, well-behaved and of good moral character.

Karachi 30-5-2000

PRINCIPAL
S.M. Govt. Arts & Commerce College
Principal, II.
Sind Muslim Govt. Arts/Commerce College,
KARACHI.

Sl. No. KO 14438

Roll No. 173084

Board of Secondary Education, Karachi

Secondary School Certificate Examination, 1996

SCIENCE GROUP

Certified that SADIQ NAZAR

Son/Daughter of SAQLAIN NAZAR

whose date of birth is FIRST DAY OF JANUARY one thousand nine hundred SEVENTY NINE has duly passed the Secondary School Certificate Examination held in the month of APRIL 1996 as A REGULAR Candidate in the subjects mentioned below and has been placed in

GRADE D

COMPONENT I	COMPONENT II
SINDHI SALEES	MATHEMATICS
URDU	BIOLOGY
ENGLISH	PHYSICS
PAKISTAN STUDIES	CHEMISTRY
ISLAMIAT	

COMPONENT III

He/She offered XXXXXXXXXX

as Vocational Subject and has been awarded grade XX

by his/her Institution on the basis of Internal Assessment

DATED 20-05-1998

IJAZ ALI BAIG MIRZA
Secretary

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

APPENDIX XIV

FORM P-1 No. DBB 2167/08

The Pakistan Citizenship Act 1951 (11 of 1951) and rule made thereunder **(Vide Rule 23)**

Whereas SADIQ NAZAR (in block letter) **S/o, D/o, W/o.** SAQLAIN NAZAR (in block letter) has applied for a certificate of domicile under the Pakistan Citizenship Act (I) of 1951 alléging with respect to himself / herself the particulars set out below, and has satisfied the undersigned that the condition laid down in section 17 of the Act, for the grant of a certificate of domicile and fulfilled by the said SADIQ NAZAR case

Now in pursuance of power conferred by said Act and rule made thereunder the undersigned hereby grant to the said SADIQ N AZAR this certificate of domicile.

In witness where of I have hereto subscribed my name this ..... day of 28/7/08

District Coordination Officer

Signed: .....
Name: .....
Designation: .....

PARTICULARS RELATING TO THE APPL...

Full Name	SADIQ NAZAR
Father's Name	SAQLAIN NAZAR
Address in Pakistan	H/NO: C-1/562 AREA C-1 LANDHI NO-02, LANDHI TOWN KARACHI
Address in country outside Pakistan	NIL
Place of Domicile KARACHI SINDH UC No.	Town LANDHI TOWN KARACHI.
Date of arrival in place of Domicile	SINCE BY BIRTH: 01-01-1979
Married/Single/widow/Widower	SINGLE
Name of Wife or Husband	NIL
Name of Children and their ages	NIL
Trade of Occupation	JOBLESS/STUDENT
Marks Of Identification	PHOTO ATTACHED
N.I.C. No.	42201-6872247-1

Date .....